

**CITY OF CORVALLIS**  
**Imagine Corvallis 2040 STEERING COMMITTEE MINUTES**  
**February 18, 2016**

**Present**

Councilor York  
Councilor Brauner  
Councilor Glassmire  
Dan Brown  
Brenda Downum-vanDevelder  
Laura Lahm-Evenson  
Ann Mbacke  
Jennifer Moore  
Larry Roper (at 4:40pm)  
Cooper Whitman  
Susan Capalbo  
Annabelle Jaramillo  
Terri Valiant  
Jacque Schreck  
Stacey Mellem

Jonathan Kurten  
Karisa Boyce  
Kerstin Colón  
Deborah Rose  
Skip Rung

**Absent**

**Staff/Consultants**

Mark Shepard, City Manager  
Kevin Young, Planning Manager  
Sarah Johnson, Senior Planner  
Claire Pate, Recorder  
Doug Zenn, HDR  
Cassie Davis, HDR

**Visitors**

Nine visitors in audience

**CONTENT OF DISCUSSION:**

**I. WELCOME/ INTRODUCTIONS AND AGENDA REVIEW**

Councilor York welcomed the new members to the Vision and Action Plan Steering Committee, and introductions were made all around. She announced that Vice Chair Rocio Muñoz had resigned from the Steering Committee due to other commitments, and that she has asked Dan Brown to serve in that capacity. She gave a brief introduction to the task at hand, and then turned the meeting over to Doug Zenn who reviewed the agenda.

**II. FOCUS AREA ASSIGNMENTS MEETING KICK-OFF ACTIVITY**

Zenn reviewed the six focus areas:

- How We Learn & Thrive
- How We Innovate & Prosper
- How We Plan & Change
- How we Create & Celebrate
- How we Steward & Sustain
- How We Engage & Support

The committee members were each assigned to one of the focus groups, and were asked to answer two questions and fill out “comment cards” with responses as part of a small group activity. The questions were the initial two of the five questions listed on the “comment card” that will be asked throughout the visioning process:

- What do you most appreciate about Corvallis?
- What is the biggest challenge for Corvallis now or in the future?
- What is your vision for the future of Corvallis?

- What is one strategy for achieving your vision?
- How would you know your vision was being accomplished?

Key comments were then shared verbally with the entire group, with all comments collected afterwards. Zenn noted that, as expected, there was a lot of overlapping of the focus areas.

### **III. FOLLOW UP FROM LAST MEETING**

Zenn reviewed materials that were sent and/or handed out:

- Last meeting summary (*Members agreed that highlighting key points, action items, steps to take, decisions made would be adequate*).
- Committee Charter
- List of Focus Area Interest groups (*with greater detail about what they include*)
- Project Graphics (*Members were encouraged to use the logo and icons in written materials and publicity*)

He explained that they were in the process of finalizing a “Snapshot” for each focus area: a two-page description and data sheet to provide a clearer picture of each one.

A request was made to ensure documents used in the workshops and for media release were translated into Spanish as well.

### **IV. VISION WORKSHOPS**

Zenn gave an overview of expectations for the three workshops to be held on March 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup>. Participants will first hear introductory remarks explaining the process and expectations, then will be assigned to tables of 4-8 people and will be asked to respond to at least the first three questions on the comment card as part of a table discussion. Key comments will be summarized on a table chart which will then be put up on the walls for review. There will be some sharing of those comments with the larger group, and all individual comment cards will be collected and become part of the comment database. Though each participant will be assigned to a specific focus area of their choosing, they can also comment on other focus areas as they wish by filling out additional comment cards.

Steering committee members were asked to participate as much as possible with the workshops, with volunteers needed to act as table scribes, facilitators, timekeepers, signup table tenders, and set up/tear down helpers. An e-mail will be sent out to all describing tasks and asking for sign-ups, along with a draft agenda for the workshops. Various organizations would also be serving as co-hosts for the workshops and would likely provide some volunteer assistance.

Members suggested that: 1) the consultants/staff take stock after the first workshop to determine if fine-tuning would be needed to ensure that everyone felt comfortable enough to take part; and 2) all written drafts of materials be dated.

Final drafts of the workshop announcements were still awaiting confirmation of locations, due to the high interest and potential large numbers of participants. The final workshop announcements and publicity material would be sent around to all members as soon as available.

**V. VISION ACTIVITIES**

Cassie Davis explained that in addition to the three community-wide workshops, they have developed a “Workshop in a Box” with materials that can be used in smaller group meetings or events throughout the community in order to gather more input towards formulation of the vision. The intent is to reach out to people where they feel most comfortable and might normally gather. She led the group through an exercise intended to identify possible community-wide or organizational events, meetings or gatherings that might want to take part. Steering committee members shared suggestions, and Davis added them to the already developed list of groups/people they would be contacting. She also encouraged members to pursue opportunities for holding “mini” workshops with groups that might be part of their networks.

The updated list will be shared with the members, along with the other materials.

**VI. NEXT STEPS AND GROUP DISCUSSION**

No additional meetings are scheduled prior to the beginning of the workshops. Materials and final arrangements would be conducted via email.

**VII. COMMUNITY COMMENT AND WRAP UP**

Information was shared about a non city-affiliated website through which people can make comments about Vision 2040 anonymously, if they wish: [tinyurl.com/Corvallis2040Box](http://tinyurl.com/Corvallis2040Box). It is not a part of the official Corvallis Vision 2040 effort, but is offered as a parallel comment opportunity.

It would be great for the City to develop an app which could be used for younger people, or students, to provide input.

Workshops are great, but everyone needs to follow through and lead by example.

Make a real effort to be inclusive by going into communities of color and of lower-income families.

There is a wide difference between coming up with a vision that one thinks others should work towards or a vision that is worthy of one’s own energy. It is important to develop a vision people would be willing to invest in and to sustain.

Do not wait for someone to ask for translation – just provide it.

**Assignments:**

Review materials as they are sent.

Volunteer for and attend workshops.

Seek out opportunities to stage “mini” workshops, or handout materials.

**VIII. ADJOURNMENT**

The meeting was adjourned at 6 p.m.